



FORMAL COMPLAINT

CENTRAL SERVICES DIVISION - ND STATE PROCUREMENT OFFICE

SFN 2565 (4-2006)

Mail or Fax To:
14th Floor Capitol Building
600 E Boulevard Ave Dept 012
Bismarck ND 58505-0310
(701) 328-2740
Fax: (701) 328-1615

Use this form to report complaints, problems, or concerns you may have about a vendor, its products and services, or any program or individual in Central Services Division.

Date of Complaint:	Purchase Order or Requisition Number:	Purchase Order or Requisition Date:	
Vendor's Name or CSD Program/Individual			
Vendor's Address:	City:	State:	Zip Code:
Explain the complaint in detail. Be specific. (Use the back of the form or attach additional documentation if necessary)			
Name of Agency Head:			
Contact Person's Title:		Contact Person's Signature:	
Agency Name:		Department Number:	Telephone Number:
Agency Address:	City:	State:	Zip Code:

FOR USE BY CENTRAL SERVICES DIVISION - STATE PROCUREMENT OFFICE ONLY

Action Taken:	
<input type="checkbox"/> Agency notified as to disposition.	
By:	Date: